Application Closure Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that as of [Closure Date], the [Application Name] will be officially closed. This decision has been made after careful consideration and we greatly appreciate your support during the time this application has been operational.

We recommend that you [mention any necessary actions the recipient should take, e.g., back up data, migrate to another service, etc.].

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]